



ACCESSORY DWELLING UNIT PERMIT

APPLICATION INSTRUCTIONS

Planning, Building, and Transportation Department
2263 Santa Clara Ave., Rm. 190 Alameda, CA 94501-4477
510.747.6805 • TDD: 510.522.7538 • alamedaca.gov

PLEASE REVIEW CAREFULLY

SECTION 1 - APPLICATION PROCESS

Steps to getting a Building Permit for an ADU

1. Apply for ADU permit from the Building Division
2. Include the ADU Zoning Checklist with your application
3. Record a Declaration of Restrictions at the Alameda County Recorder's Office
4. Begin construction once a permit is issued
5. Call for building inspections
6. Receive a Certificate of Occupancy

What happens during review of an ADU permit application?

The Planning Division will review the design of the ADU to ensure that it complies with all zoning requirements such as size, height, location, and setbacks. The Building Division will review the plans for conformance with the California Building Code. Applicants will be notified in writing (via a "Hold Notice") if additional information or corrections to the plans are necessary or when the permit is ready to be issued.

Is neighborhood notification required when adding an ADU?

No, state law mandates ministerial review for all ADU applications so there is no public notification.

How long is the permit review for an ADU?

The length of building permit plan review depends on the quality and completeness of the plan drawing. If the initial submittal conforms to all building codes and requirements, the City review may be completed within 30 days. However, if the City finds that corrections and revisions are needed, the length of review may increase. Each round of review is a 30 day turnaround.

SECTION 2 - APPLICATION MATERIALS

DOCUMENTS REQUIRED AT TIME OF SUBMITTAL:

- Completed Permit Application Form
- ADU Zoning Checklist
- Plans of the proposed ADU (see PLAN DRAWINGS section below)

ITEMS REQUIRED BEFORE ISSUANCE OF A BUILDING PERMIT:

- Declaration of Restrictions (Deed Restriction) signed by the property owner(s) and notarized.
- Copy of the property Legal Description (may be found attached to the Property Deed).
- Bring the completed Declaration of Restrictions form and Legal Description to the Alameda County Clerk-Recorders Office for recordation. The hours and location of the County Clerk-Recorders Office may be found on their website.
- To expedite processing, it is strongly recommended that a copy of the recorded Declaration of Restrictions is submitted along your application for a Building Permit.

SECTION 2 – REQUIREMENTS FOR PLANS AND DRAWINGS

GENERAL REQUIREMENTS:

- Four (4) sets of plans (unless otherwise directed). Plan sheets must be a minimum of 11" x 17" and maximum size 24" x 36" blueprint or photocopy. No mixed sizes.
- No tape, no red or green ink, no pencil.
- Title Block: Address of Property, Owner, and Designer/Contact person with daytime phone number and email. APN.
- Include Sheet Numbers.
- Include North Arrow, date prepared, and bar scale. Acceptable scale: 1/4" or 1/8" = 1'
- All documents which are prepared by state licensed professional(s) shall be stamped and signed (including revisions) before issuance of permits.

LIST OF BACKGROUND INFORMATION:

- Scope of Work – Descriptive narration of what the project will consist of.
- State the estimated job valuation.
- Owner's name, code information including code year, occupancy and construction type.
- Include a sheet index, Zoning designation, and Assessor's Parcel Number.
- Show square footage (for each level) of existing living space, added living space and total.

TITLE 24 ENERGY DOCUMENTATION (for conditioned space):

- CF1R Energy forms to be printed on plans. Make certain all signatures are completed. The forms need to be readable so DO NOT reduce them in size.

SITE PLAN:

- Location of proposed ADU
- Property lines, distance between outer edge of street curb and the front/street side property lines.
- Lot size and dimensions.
- Location and dimensions of all existing and proposed buildings.
- Dimensions of existing and proposed front, side, and rear yards
- Location and dimensions of existing and proposed driveways, garages, carports, required off-street parking spaces, and vehicle back-up areas
- Location of all existing and proposed landscaping. Indicate any trees to be removed. Include circumferences of all trees. Provide species and common name of all trees.
- Identify all permeable and non-permeable areas and square-footage.
- For projects proposing construction within five (5) feet of property lines, plans must show the building footprints and appropriate height of structures on adjacent lots.
- Location of drainage ways and access easements. Check with the Public Works Department for public utility and access easements. Private easements typically appear in the property legal description or title report.

ROOF PLAN (existing and proposed on separate drawings):

- All existing and proposed roof elements
- Label all roof pitches with slope

ELEVATIONS (existing and proposed on separate drawings):

- Existing and proposed views of each elevation should appear side by side on the plans.
- Fully label the elevations with dimensions.

- Show/indicate all finishes, new and existing. Show all items such as windows, doors, decks, stairs, etc. Clearly distinguish what elements are existing and which will be added/changed.
- Location of proposed vents, gutters, downspouts, air conditioning equipment, antennas, all rooftop mechanical equipment, utility meters, transformers, and utility boxes
- Direction of building elevation (i.e., north, south, front, rear, etc.)
- Details for fascia trim, windows, doors, trim, sills, railing and fencing, and final height of building
- Location of exterior lighting and cut sheet/details of the type of lighting fixtures

FLOOR PLANS (existing and proposed on separate drawings):

- Fully dimensioned and prepared to an appropriate scale
- Ceiling heights of all interior spaces
- Label all rooms (existing and new). Show dimensions of all rooms
- Clearly distinguish between new walls and walls to remain.
- Show all walls with double lines. Clearly indicate fire/sound rated walls.
- Show all windows and doors including sizes, types and egress windows. Show location of all existing and proposed windows and doors. Identify any opening within three (3') feet of another building or property line.
- Show all major equipment locations including water heater, HVAC, electrical panels, washer/dryers, plumbing fixtures, cabinets, etc.

FRAMING PLANS:

- Provide for each floor and/or roof.
- Show size, direction and spacing of all joists and beams.
- Clearly show how any existing framing will be altered in order to meet current code requirements.

CONSTRUCTION DETAILS AND SECTIONS:

- Drawn large enough to show the specific construction and referenced from framing plans.
- Show major section through area of work including showing all major components.
- Clearly indicate fire/sound rated assemblies.
- Show ceiling heights. Show insulation including type & R-value.
- Show stairways, fire/sound separation between units, moisture barrier under the floor slab, foundation wall waterproofing and drainage, etc.

STRUCTURAL CALCULATIONS:

- Two (2) (unless otherwise directed) copies of structural design calculations and related details with signature of engineer in fresh ink on first page of each set of the calculations and all drawings directly related to the structural calculations.

WINDOW SCHEDULE (or use City's standard Window Schedule):

- Numbered inventory list of existing and proposed windows
- Label existing and proposed window types and dimensions
- Show compliance for required egress windows for bedrooms.
- Show style of windows and materials on building plans or elevations.
- Cut sheets/brochures of proposed windows printed on the plans - include a dimensioned cross section of window, including exterior trim detail.

DEMOLITION PLAN: (if applicable)

- Label all rooms.
- Show items to be demolished as dashed. Clearly indicate which part of the structure is to remain.

- Written description of elements that will be removed and/or removed and reused materials

FOUNDATION PLAN: (if applicable)

- Provide if the foundation will be replaced.
- Show dimensions – Provide details showing how existing or new foundations meet current code.
- Show hold downs and brace/shear wall locations and lengths.
- Indicate location and size of access openings. Show connections to existing & use detailing to show further information.

PHOTOGRAPHS of:

- Front, side, and rear elevations
- Proposed work area
- Printed on the plans and not as separate photos.

OTHER INFORMATION: The City may request any other information relevant to the City's review of an ADU project, including but not limited to, a property survey or title report.



Gregory J. McFann

Building Official

2263 Santa Clara Ave. Room 190

Alameda, CA 94501

PERMIT APPLICATION

Planning & Building

510.747.6800 • TDD: 510.522.7538

Hours: 7:30 a.m.–3:30 p.m., M–Th

Residential / Non-Residential | Exterior Work / Interior Work | New Floor Area / New Habitable Space

Job Address: _____

Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

Total Project Square Feet: _____

Work Description: _____

APPLICANT: I certify that I have read the application and state that the information given is true and correct. I agree to comply with all local ordinances and state laws relating to building construction and I make this statement under penalty of law. I hereby authorize representatives of the City of Alameda to enter upon the above-mentioned property for inspection purposes, except in those construction projects where the Building Official, due to the nature of the project, deems these limitations to be unreasonable. **Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not complete within 3 years following the issuance date of such permit.** Do not conceal or cover any construction units until the work is inspected by the City of Alameda and the inspection is recorded on the building Inspection Card.

Signature: _____

Print Name: _____ Email: _____

Address: _____ City: _____

OWNER/BUILDER: I hereby affirm that I am exempt from the Contractor's License Law for the following reason: (Sec. 7031.5, Business and Professions Code). Any city or county which requires a permit to construct, alter, improve, demolish or repair any structure prior to its issuance, also requires the applicant for such permit to file a signed statement that he/she is licensed pursuant to the provisions of the Contractor's License Law Chapter 9 (commencing with Sec. 7000) of Division 3 of the Business and Professions Code, or that he/she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to civil penalty of not more than five hundred dollars (\$500).

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. (Sec. 7044, Business and Professions Code). The Contractor's License Law does not apply to an Owner of property who builds or improves thereon, and who does such work himself or through his own employees, provided that such improvements are not intended or offered for sale. If however, the building or improvement

I hereby agree to save, defend, indemnify and keep harmless the City of Alameda and its officers, employees, agents and volunteers from all actions, claims, demands, litigation, or proceedings, including those for attorney's fees, against the City in consequence of the granting of this permit or from the use or occupancy of any sidewalk, street, or sub-sidewalk or otherwise by virtue thereof, and will in all things strictly comply with the conditions under which this permit is granted.

I do hereby acknowledge that I understand the following for projects valued at less than \$100,000; 1) I may not hire any contractor or business entity to place a dumpster or haul Construction and Demolition (C&D) debris other than the City's franchised waste hauler, Alameda County Industries (ACI); 2) I may choose to haul C&D debris myself; 3) Waste that is not C&D must be hauled by ACI.

Contractor Owner Design Professional Agent

Date: _____ License #: _____

Phone: _____

State: _____ Zip: _____

is sold within one year of the completion, the owner-builder will have the burden of providing that he did not build or improve for the purpose of sale.

I, as owner of the property, am exempt from the sale requirements of the above due to: 1) I am improving my principal place of residence or appurtenances thereto; 2) the work will be performed prior to sale; 3) I have resided in the residence for the 12 months prior to the completion of the work, and 4) I have not claimed exemption in the subdivision on more than two structures more than once during any three-year period. (Sec. 7044, Business and Professions Code).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code). The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.

I, as owner of the property, am exempt under Sec _____ Business and Professions Code for this reason.

Signature: _____

Print Name: _____ Date: _____

CONTRACTOR: I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor's Name: _____ State License #: _____ Business License #: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature: _____

Print Name: _____ Date: _____

WORKERS' COMPENSATION: (This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

I affirm that I have a certificate of consent to self-insure or a certificate of Workers' Compensation Insurance, or a certified copy thereof. (Sec. 3700, Labor Code)
 I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation laws of California.

Signature: _____ Date: _____
Notice to applicant: If, after making the Certificate of Exemption, you should become subject to the Workers' Compensation provisions of the Labor Code you must comply with the provisions, or this permit shall be revoked.

LEAD HAZARD DECLARATION, SMOKE DETECTORS, CARBON MONOXIDE ALARMS, ENERGY & GREEN BUILDING CODE:

I am aware of my responsibilities to implement lead-safe work practices as required by the California Health & Safety Code Sections 17920.10 and 105256 when conducting renovation, repair or painting work in pre-1978 residences, childcare facilities or schools. I will ensure that any paint disturbing work will be done by or supervised by RRP certified individuals. Failure to follow this rule may result in enforcement action by the EPA.

I certify that prior to obtaining final inspection I will install, test and verify the proper operation of Smoke Detectors/Alarms, and Carbon Monoxide Alarms in compliance with the applicable requirements of the 2016 California Building Standards Code and in accordance with the manufacturer's requirements.

I certify that that I will comply with all applicable 2016 California Energy & Green Building Code Requirements.

Signature: _____

Date: _____

Revised 02/12/2019

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ACCESSORY DWELLING UNIT

ZONING CHECKLIST

Planning, Building, and Transportation
2263 Santa Clara Ave., Rm. 190 Alameda, CA 94501-4477
510.747.6805 • TDD: 510.522.7538 • alamedaca.gov
Hours: 7:30 a.m.–3:30 p.m., M–Th

Project Address: _____ **APN:** _____

Accessory Dwelling Units (ADUs) are allowed on property zoned to allow residential uses. Development standards for an ADU are provided below. If an ADU meets all of the following requirements and the building plans are consistent with the California Building Code, the City of Alameda will issue a building permit for the ADU. This form must accompany the Building Permit application.

Does your ADU application meet the following standards?	Compliance (Circle One)	Applicant's Initials Verifying Accuracy of Information
1. <u>Residential Zoning</u> . The property must be zoned to allow residential use . Zoning designation for the property: _____	Yes No	
2. <u>For Single Family Lots Only</u> . On lots proposed or currently containing one single-family dwelling, the lot may only have up to one ADU plus one Junior ADU. How many units currently exist on the property? _____	Yes No	
3. <u>Multifamily Lots (three or more units) Only</u> . On lots currently containing multifamily dwellings (three or more units), the lot may have up to the following: a) Attached ADU: One (1) or up to 25% of the # of existing units* b) Detached ADU: Maximum of two (2)**. _____ proposed 1) How many ADUs are proposed (attached + detached)? _____ proposed 2) How many existing units are on the lot? _____ existing units 3) Divide Line 1 by Line 2 _____ % Does this application meet this requirement? *Attached ADUs must be created through the conversion of area not used as livable space, such as, storage rooms, boiler rooms, passageways, attics, basements, or garages. **Detached ADUs count toward the 25% maximum.	Yes No	
4. <u>Size Limitation</u> . ADUs cannot be larger than 1,200 sf in total floor area or larger than 50% the size of the primary dwelling. There are two exceptions to the 50% size limit: a) Studio or one bedroom units may be 850 square feet. b) Units with two bedrooms or more may be 1,000 square feet. Does this application meet the size requirements?	Yes No	
5. <u>60% Maximum lot coverage</u> . The total lot coverage of all building footprints and non-permeable surfaces shall not exceed sixty (60%) percent. Total square feet of buildings and non-permeable surfaces on the lot? _____ Total size of lot (sq.ft.): _____ Percent lot coverage: _____ % Does this application meet the lot coverage requirement?	Yes No	
6. <u>Lot Coverage Exceptions</u> . If the project exceeds 60% lot coverage the unit may still be allowed 850 square feet for studio/one bedroom units or 1,000 square feet for units two bedrooms or more. Does this application qualify for this exception?	Yes No N/A	

7. <u>Unit Entrance/Separation</u> . a) An attached ADU must have a separate exterior entrance and no direct internal connection to the primary unit. b) A Junior ADU must have a separate exterior entrance but may have a direct internal connection to the primary unit.	Yes	No	
<i>Does the application meet the entrance and internal separation requirements?</i>			
8. <u>Conversion of Existing Structure?</u> Is the proposed ADU to be located within the existing dwelling, within an existing garage, or in an existing detached building? (i.e., does not involve an addition or building a new structure) <i>(If yes, skip questions 9, 10 and 11)</i>	Yes	No	
9. <u>Design</u> . If ADU requires an exterior addition to the main house or construction of a new detached building, the ADU must incorporate the same materials, colors, and style of the primary dwelling including roof materials, form, and pitch, eaves, windows, accents, distinctive features, and character defining elements. <i>Does the ADU design match the primary dwelling as stated above?</i>	Yes	No	
10. <u>Height</u> . A new detached ADU may not exceed 16 feet in height with a wall height of not more than 10 feet. (Exception applies to lots in a FEMA Flood Zone) <i>Does the detached ADU meet the height requirement?</i>	Yes	No	
11. <u>Setbacks</u> . Detached ADUs shall meet the following requirements: a. Side or Rear yard setback: None, if located 75 feet from front property line and adjoins the rear yard setback of the neighboring lot(s), otherwise 4 feet. b. Maximum rear setback coverage: 40% or 400 sf max. c. Separation from other buildings on the lot: 6 feet <i>Does the ADU meet the setback requirements above?</i>	Yes	No	
12. <u>Parking exemption for the ADU</u> . No additional on-site parking is required if the ADU location meets any one of the following: a. Within a half-mile walking distance of public transit stop b. Within a designated historic district c. Within an existing primary dwelling or accessory structure d. Within a permit parking zone but a permit is not offered to the ADU e. Within one block of a car share vehicle spot <i>Does the ADU qualify for a parking exemption?</i>	Yes	No	
13. <u>Ministerial Review</u> . ADU's are eligible for ministerial review except when the ADU involves a second story addition, raises the height of the primary dwelling, does not meet the design standards, or is combined with other improvements that require design review. <i>Does the proposed ADU qualify for ministerial review?</i>	Yes	No	
14. <u>Deed Restriction</u> . Prior to issuance of building permits, the property owner must record a Declaration of Restrictions on the property with the following stipulations: a. The separate sale of the ADU is prohibited. b. Short-term rental (less than 30 days) of the ADU is prohibited. c. The restrictions apply to any successor property owner. <i>Do you agree to these stipulations and record a Declaration of Restrictions prior to issuance of building permits?</i>	Yes	No	
15. <u>Summary</u> . I certify that this project meets all requirements above. <i>(If not, an application for a Use Permit and Design Review may be required.)</i>	Yes	No	

FOR OFFICE USE ONLY

ADU #: _____ Date Received: _____

Reviewed by: _____ ADU Type: _____ Single Family Lot _____ Multifamily Lot
_____ JADU _____ Attached _____ Detached

TO BE RECORDED and when
recorded mail to:

City of Alameda Planning Division
Planning, Building and Trans. Dept.
2263 Santa Clara Avenue, Room 190
Alameda, CA 94501

Space Above For Recorder's Use Only

INSTRUCTIONS: After you have received ADU Clearance from the City of Alameda, complete and notarize this form and take it to the Alameda County Clerk-Recorder at 1106 Madison St., Rm. 101, Oakland, CA 94607. Remember to attach a copy of the property's Legal Description, which may be found with the Property Deed. One (1) copy of the fully executed form must be returned to the City of Alameda at the address above. Once recorded, the County may take several weeks to forward a copy to the City, so it is recommended you obtain an extra copy to submit directly to the City in order to expedite processing of your Building Permit. For further information on the Clerk-Recorder's office, call 510-272-6362, or visit www.acgov.org/auditor/clerk

**DECLARATION OF RESTRICTIONS
PERTAINING TO ACCESSORY DWELLING UNIT
(DEED RESTRICTION)**

Property Owner(s): _____, _____ ("Property Owner")

Site Address: _____, Alameda, CA

APN _____ - _____ - _____ - _____ (the "Property").

Whereas, Property Owner is the present owner of certain real property located in the City of Alameda, State of California, more particularly described in the legal description attached as Exhibit A; and

Whereas, the term "Property Owner" shall, if applicable, include heirs named within a currently valid declaration of trust designating ownership of subject property, and shall, if applicable, include principals of a corporation; and

Whereas, Property Owner and/ or persons acting on behalf of Property Owner propose to construct an accessory dwelling unit or convert all or part of an existing structure to an accessory dwelling unit; and

Whereas, the City of Alameda conditions the construction and/ or conversion, and occupancy of the accessory dwelling unit, and the Property Owner agrees as follows:

- 1) The accessory dwelling unit shall not be rented for a period of less than thirty (30) days.

ATTACH LEGAL DESCRIPTION AS "EXHIBIT A"

- 2) The installation of more than one kitchen per dwelling unit without prior approval by the City of Alameda is prohibited. "Kitchen" shall mean any room or area within a dwelling unit or living quarters to be used for storing, cooking or preparing of food, which may include a sink, refrigeration, or installed cooking facilities such as a 220 volt electrical service or a gas line.
- 3) Pursuant to Government Code section 65852.2 (Senate Bill No. 229) and section 30-5.18(e) of the Alameda Municipal Code (AMC), a specific condition of the City of Alameda's approval of the accessory dwelling unit is that it shall not be sold separately from the primary residence, although it may be rented.

This instrument is the deed restriction recorded in compliance with Section 30-5.18 of the Zoning Ordinance of the City of Alameda, which generally addresses development prohibitions, owner occupancy requirements, parking requirements, and design requirements. The current restrictions and regulations may be obtained from the City of Alameda Planning Division.

- 1) Agreement to Comply with Restrictions: In satisfaction of the above-referenced condition, Property Owner hereby accepts the obligation to provide written notice to all future, potential buyers of all conditions which apply to the accessory dwelling unit on this property.
- 2) Rights Appurtenant: This declaration is intended to be a covenant running with the land and shall bind and inure to the benefit of the heirs, personal representatives, successors and assigns of each present and future owner of the real property described herein.
- 3) This deed restriction may not be amended, released, terminated, or removed from the Property without the prior written consent of the City of Alameda.
- 4) This deed restriction shall be recorded in the Alameda County Clerk Recorder's office.

Property Owner declares under penalty of perjury that these restrictions will be adhered to and he (she) (they) has executed this Declaration of Restriction on Accessory Dwelling Unit.

OWNER(S) OF RECORD:

PRINT NAME: _____

PRINT NAME: _____

SIGNATURE: _____

SIGNATURE: _____

DATED: _____

DATED: _____

[ATTACH NOTARY CERTIFICATES]

ATTACH LEGAL DESCRIPTION AS "EXHIBIT A"